



RECREATION FACILITY RENTAL APPLICATION

Facility name: _____ Dates requested: _____
 Type of activity: _____ Time of event: _____
 Open to the public?: _____ (Including set-up and clean-up)
 Expected attendance: Adults _____ Youth _____
 Will sales/money transfers take place on the premises?: _____ Type of sales: _____
 Will beer or wine be served (NO hard liquor is permitted)? Yes* No
 Alcohol consumption is limited to three hours. Hours served: _____
 Will food be catered or sold? Yes* No
 Room space and equipment needs:
 Main Hall/Gymnasium _____ Number of tables _____
 Meeting Room _____ Number of chairs _____
 Kitchen _____ Other: _____

*When an event includes the service of alcohol, general liability insurance in the amount of \$2,000,000 combined single limit including host liquor liability coverage is required. Proof of insurance in the form of a **Certificate of Insurance** and a separate endorsement form naming the City of Eugene as an additional insured must be provided. If catered food is served, the catering company must provide proof of commercial general liability insurance coverage in the amount of \$2,000,000 combined single limit. If food is to be sold, a temporary restaurant license must be obtained from Lane County Environmental Health. Other activities or uses may require a Certificate of Insurance as determined by the facility supervisor and/or the City's Risk Manager.

REGULATIONS AND POLICIES:

1. Reservation will not be confirmed until a rental application is complete and deposits are paid in full. \$100 deposit for general rentals; \$150 deposit for alcohol, profit or commercial rentals.
2. Security personnel may be required for certain uses or activities as determined by the facility supervisor. If this is required, you'll be notified of any fees that may/will be charged to you.
3. Rental fees must be paid in full and a Certificate of Insurance on file with the City **two weeks** prior (date is hereby indicated as _____) to the rental date or rental agreement(s) will be terminated. If the City terminates the rental as a result of your failing to meet the deadline, you will not be refunded your deposit.
4. A deposit may be returned under the following conditions:
 - a. If cancellation occurs PRIOR TO _____ (date).
 - b. The facility is left undamaged and all conditions of the rental agreement(s) have been met.
5. The renter will be billed for damages, losses and unsatisfactory cleanup fees in excess of the deposit.
6. The rental supervisor reserves the right to monitor, intervene or terminate the event at any time.
7. The City of Eugene or its representatives are not responsible for any lost, stolen or damaged property.
8. At least one rental supervisor is required to be on duty; this fee is included in the rental charge.
9. Renter is responsible for knowing and adhering to all appropriate park and/or recreation facility rules.
10. Applicant must sign in agreement of the **Indemnity Agreement on back page**.

Name of Applicant/Authorized Representative of Applicant: _____

Signature: _____ Date: _____
(Must be 21 years of age or older)

Name of Organization if Applicable: _____
 Address: _____ Home Phone: _____
 City/State/Zip Code: _____ Work Phone: _____
 Cellular number: _____ Fax: _____
 Email: _____
 Alternate Contact Person: _____ Phone: _____

(After hour problems call 682-5111 or 682-5112) -OVER- (FOR INFORMATION/SIGNATURE LINE)

INDEMNITY AGREEMENT

Applicant agrees to be bound by the Recreation Facility Rental Application regulations and policies. Violation of any of these regulations and policies may result in: immediate termination of the event, legal responsibility for damages in excess of the deposit, forfeiture of deposit and future use of the facility.

Applicant agrees to indemnify and hold the City, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or related to the activities of applicant and participants during the use of the facility under the terms of this application.

Applicant agrees that during the use of the recreation facility, applicant will not exclude any invited individual from participation, deny anyone the benefits, or otherwise subject anyone to discrimination because of the person's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, source of income or disability, as outlined in Eugene Code 4.613.

Applicant understands that the City of Eugene is not a sponsor of this activity nor will it provide any supervision of the activity.

Applicant understands that the City makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk.

APPLICANT ACCEPTANCE OF RENTAL AGREEMENT & INDEMNITY:

- Signature is required.
- Signature is acknowledgment that applicant has read and understands the Indemnity Agreement.

Signature of Applicant/Authorized Representative of

Applicant: _____ Date: _____
(Must be 21 years of age or older)

OFFICE USE ONLY

<i>Room Space</i>	<i>Fee</i>
Main Hall/Gym	_____
Meeting Room (s)	_____
Kitchen	_____
Pool	_____
Other	_____
Non-resident fee:	_____
Discount/Add'l fees:	_____
Total Rental fee:	_____
Deposit fee:	_____
Deposit returned:	_____
Key deposit:	_____
Key deposit returned:	_____

Rental Approved by: _____	Date: _____
Supervisor: _____	
Type of Rental: Private Program Partner Community Partner	
Notes: _____	
# in Attendance _____	
Insurance required: Yes No Insurance received _____	
Date: _____	Received by: _____
Date: _____	Received by: _____
Date: _____	Received by: _____
Date: _____	Received by: _____
Date: _____	Received by: _____